

Parish Council Roles, Responsibilities and Financial Administration
2014/15

Portfolio Holders

ROLES AND RESPONSIBILITIES

Strategic

Julie - Communications

Tom and Gareth - Planning

David - Finance

Neil/Julie/Tom - Local Plan and Development

Executive

Gareth - Highways/Footpaths/Cyclepaths

Matt, Simon and Sharon- Village Amenities - open spaces/Rec/Community Centre liaison etc

Neil and Simon - Donations/grants

Neil - Admin

Howard - Councillor without portfolio

Each Portfolio Holder:

A Financial

- to be responsible for agreeing the proposed annual portfolio budget with David/Alan, the agreed figures to be subject to approval of the full Parish Council;
- to have authority to make payments not exceeding £500 via Alan within the area of portfolio responsibility, any sum in excess to be approved by David or, if appropriate, the full Parish Council;

- to review quarterly with David the portfolio/budget/expenditure/projected expenditure;
- to discuss with David any exceptional or unexpected portfolio payment/provision which may arise to determine whether the Parish Council should be requested to authorise it;

B Portfolio Administration

- to identify all assets within the portfolio requiring insurance cover, such assets to be included in an updated asset portfolio to be prepared by Alan;
- to identify all assets within the portfolio requiring replacement over time, and to propose suitable amount(s) to be included within the Budget towards such replacement;
- to identify any grants/other contributions which might benefit activities etc within the portfolio, and to pursue them as appropriate;